

Trustees of Lunenburg Public Library  
March 21, 2013, Meeting called to order at 6:50 pm

Attending: Robin Venezia, Jeanne Raboin, Lisa Krowitz, Dick Mailloux, Lars Widstrand, Martha Moore, John Mara (arrived 7:50)  
Absent: Kathy Murray

Public comment – Lars Widstrand thanked Martha Moore for a great presentation to the Town Finance committee

#### Approval of Minutes

- Lars Widstrand made a motion to approve the 1/17/13 LPL Board of Trustee minutes as amended; 2<sup>nd</sup> by Dick Mailloux; unanimous approval by all in attendance (John Mara and Kathy Murray absent).
- Dick Mailloux made a motion to approve the 1/31/13 LPL Board of Trustee minutes as amended; 2<sup>nd</sup> by Lars Widstrand; unanimous approval by all in attendance (John Mara and Kathy Murray absent).
- Lars Widstrand made a motion to approve the 2/21/13 LPL Board of Trustee minutes as presented; 2<sup>nd</sup> by Robin Venezia; unanimous approval by all in attendance (John Mara and Kathy Murray absent).
- Lars Widstrand made a motion to approve the 2/21/13 Policy subcommittee minutes as presented; 2<sup>nd</sup> by Dick Mailloux; approval by Lars Widstrand, Lisa Krowitz, and Robin Venezia.

#### Director's Report

- Staffing:
  - Martha is interviewing applicants for the Digital Services Librarian.
  - Martha will be on vacation 3/25-3/29/13 and the 1<sup>st</sup> two weeks in September.
- Financials:
  - There is a surplus in the staff payroll due to the resignation of the Technology Librarian and reduced hours by the Assistant Director due to family issues.
  - The Fine monies are 6K rather than the projected 8K due to Evergreen issues that have forced fines to be forgiven.
- Materials:
  - Martha is streamlining the vendor and ordering process by cancelling standing orders and consolidating vendors.
- Bldg/Facilities:
  - Still having issues with the heating system, but working with DPW on a resolution.
  - Library is the only Town department that will have utilities in their departmental budgets.
- Programs:
  - Martha is increasing programming collaborations with other groups and improving the marketing.
  - Karen and Kate are working on the summer programs
  - The collaboration with the Sr. Center (St. Patrick's day performance by Sons of Blarney) was a huge success.
- Technology:
  - CWMARs reviewed the tech environment with Evergreen and determined the library PCs do not have enough memory to utilize Evergreen effectively. Additional RAM will need to be added to the front desk computer.
  - Martha met with the Town IT Department head to discuss the library Tech and Inventory Plan that she devised. There has been some progress on IT improvements in the library, but they have limited hours to give to the library.
  - Sherri received her new computer and monitor, which she has been waiting for since last May.
  - Martha is attending Evergreen User Councils to gather and discuss issues with Evergreen.
- Misc:
  - Martha is organizing a Friday staff meeting, it is difficult to have meetings during the library operating hours.
  - Martha has been meeting and connecting with other town Library Director's.

#### Other

- The Trustees will complete the Director's Evaluation form for Martha, which will cover the time period from 10/8/12 through 4/18/13. The Personnel subcommittee will meet to comply and finalize the Director's Evaluation.
- Martha presented the new Library Mission Statement that she developed. The LBOT accepted the Mission Statement.

John Mara made a motion to end the meeting at 8:41 pm; 2<sup>nd</sup> by Dick Mailloux; unanimous approval by all in attendance.

Respectfully submitted,  
Lisa Krowitz  
Secretary, Trustees of Lunenburg Public Library